

AMDG



St Mary's Hall Prep School

Missing Pupil Policy
2018/19

LDS

Missing Child Policy (EYFS and KS1)

St Mary's Hall, Pre-Prep

Policy statement

Children's safety is our highest priority, both on and off the premises. Every attempt is made to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

Procedures

Child going missing on the premises

- As soon as it is noticed that a child is missing, staff alert the Head of Pre-Prep or Foundation Stage Coordinator, in the first instance.
- A full headcount is taken against the register to ensure no other child is missing.
- Staff will carry out a thorough search of the building and surrounding area.
- Doors and gates are checked to see if there has been a breach of security.
- If the child is not found, the Assistant Head (lower school) and the Headmaster are informed and a more thorough search of the whole school grounds is conducted.
- If that action fails to locate the child, parents/guardians, or other suitable person, will be contacted to notify them of the situation.
- If child is still "missing", the police will be contacted. NB. This serves as a maximum set of parameters. Timings for notification will be shortened in accordance with the circumstances and time of day that the child is reported as "missing".

Child going missing on an outing

- As soon as it is noticed that a child is missing, the staff members on the outing ask children to stand with their designated carer and carry out a headcount to ensure that no other child has gone missing.
- One staff member searches the immediate vicinity, but does not search beyond that.
- Our senior staff member on the outing contacts the police and reports that a child is missing.
- The Headmaster is contacted immediately and the incident is recorded.
- Parents are contacted.
- Our staff take the remaining children back to the setting as soon as possible.
- According to the advice of the police, a senior member of staff should remain at the site where the child went missing and wait for the police to arrive.
- Our staff keep calm to avoid other children become anxious or worried.
- The other children are also sensitive to what is going on around them; they too may be worried. Our remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions sensitively and honestly in a reassuring manner.

- In accordance with the severity of the final outcome, our staff may need counselling and support.
- Our staff must not discuss any missing child incident with the press without taking advice.

The investigation

- Ofsted are informed as soon as possible and kept up-to-date with the investigation.
- We will explain the process of the investigation to the parent(s) who may also raise a complaint with us or Ofsted.
- A full investigation is carried out, taking written statements from all our staff and volunteers who were present.

Each member of staff present writes an incident report detailing:

- The date and time of the incident.
 - Where the child went missing from e.g. the setting or an outing venue.
 - Which staff/children were in the premises/on the outing and the name of the staff member who was designated as responsible for the missing child.
 - When the child was last seen in the premises/on the outing, including the time it is estimated that the child went missing.
 - What has taken place in the premises/on the outing since the child went missing.
 - The report is counter-signed by the senior member of staff and the date and time added.
- A conclusion is drawn as to how the breach of security happened.
 - If the incident warrants a police investigation, all our staff co-operate fully. In this case, the police will handle all aspects of the investigation including interviewing staff and parents. Children's social care may be involved if it seems likely that there is a child protection issue to address.
 - In the event of disciplinary action needing to be taken, Ofsted are advised.
 - The insurance provider is informed.

Managing people

- Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible.
- Our staff will feel worried about the child, especially the key person or the designated carer responsible for the safety of that child for the outing. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases.
- They may be the understandable target of parental anger and they may be afraid. We ensure that any staff under investigation are not only fairly treated but receive support while feeling vulnerable.
- The parents may feel angry and fraught. They may want to blame our staff and may single out one staff member over others. When dealing with a distraught and angry parent there should always be two members of staff, one of whom is a

senior manager. No matter how understandable the parent's anger may be, aggression or threats against our staff are not tolerated and the police should be called if this is the case.

APPENDIX 5A

Missing Pupil Policy **EYFS and Pre-Prep**

Procedure to be followed:



Category 1 - Urgent



- Ask other pupils
- Quick search of obvious places
- Doors and gates checked
- Staff will check games/LAMDA and music timetables
- Contact head of Pre-Prep/Foundation Stage Co-Ordinator
- Phone parents or guardians
- After consultation, phone police

APPENDIX 5B

Missing Pupil Policy

Lower Pre-Rudiments

Procedure to be followed:

